

SIKKIM



GOVERNMENT

GAZETTE

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**GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK**

No. 37/GEN/DOP

Dated: 07/07/2021

NOTIFICATION

The State Government is hereby pleased to re-constitute the Administrative Reforms Commission hereinafter referred to as "ARC" to examine and make recommendations for reforms and reorganization to enhance efficiency of the State Administration. The Commission shall suggest measures to promote Administrative Reforms in Government Departments, its procedures and processes for citizen centric governance.

1. The Commission shall consist of the following, namely: -

(1) **Chairperson**

(2) **Member**

(3) **Member Secretary:** The Secretary, ARC shall function as the Member Secretary.

2. **Tenure:**

The tenure of office of the Chairperson and Member of the ARC shall initially be for a period of 01 (one) year from the date of assumption of charge.

3. **Terms of Reference:**

The terms of reference of the ARC shall be as follows, namely: -

(1) Act as Nodal Authority of Administrative Reforms in the State.

(2) Formulation of policies for the implementation of recommendation of Administrative Reforms Commissions.

(3) Promoting administrative reforms in Government Departments, procedures and processes for citizen centric governance.

(4) Promoting modern management practices and reforms through e-Governance.

(5) Promoting quality efficiency and accountability and ethics in governance.

- (6) Documentation and dissemination of knowledge and best practices of public administration.
 - (7) Designing and development of training programmes for capacity building of civil servants including strengthening of training institutions.
 - (8) Suggesting measures for Change Management and Government process re-engineering.
 - (9) Suggest measures to avoid delay in administrative process.
 - (10) Review old administrative laws and rules and suggest or recommend amendments or repeal thereof.
 - (11) Formulate State Action Plan and facilitate implementation of e-Governance initiative.
 - (12) Develop effective and sound personnel management policies with maintenance of updated employee data base including redeployment wherever necessary suggesting a suitable and efficient Human Resource Management System.
 - (13) Recommend for improving public services delivery ensuring citizens satisfaction through delivery of public services within reasonable time and cost.
 - (14) Creation, amalgamation and re-organization of Departments and Sub- ordinate offices.
4. State Specific functions of the Administrative Reforms Commission:
- (1) Determining service conditions of employees regularized on completion of 15, 10 and 05 years of service on temporary capacity and suggesting remedial measures for smooth ongoing and future regularization process of temporary employees.
 - (2) Formulate and recommend the Reservation Policy in Government jobs for all communities of the State.
 - (3) Examine the vacancies arising in the various services and advise on cadre review and manpower management.
 - (4) Formulate a transfer policy as per Supreme Court guidelines.
 - (5) Formulate and recommend eligibility criteria, service conditions and steps for applying transfer on deputation including repatriation/absorption.
 - (6) Examine and suggest remedial measure for removal of anomalies arising out of pay revisions, cadre structures, promotions etc. in cases of absence of specific guidelines.
 - (7) To examine and suggest remedial measures on all other issues referred to ARC by the Government and other departments.
 - (8) All other tasks specifically assigned by the Government from time to time.
5. The Commission shall submit its report to the Government on expiry of one year.

By order and In the name of the Governor.

**K.C. Lepcha, IAS
SECRETARY TO THE GOVERNMENT
DEPARTMENT OF PERSONNEL**